

Clermont County Department of Job and Family Services

Child Care Verification Requirements

In order to process your application for child care services, you will need to submit all the following verifications that apply to you, your guardian, your spouse, or other caretaker-parent in your home.

EMPLOYED

- ▶ If your employer issues pay checks and you have been employed for more than one month, submit:
 - Most recent 4 consecutive pay stubs if you are paid weekly.
 - Most recent 2 consecutive pay stubs if you are paid bi-weekly, semi-monthly or monthly.
- ▶ If your employer does **NOT** issue paychecks or you have been employed less than one month, submit an employment verification form or letter from your employer on company letterhead that includes the following:
 - Name and address of employer
 - Employee's name and social security number
 - Employee's date of hire
 - Employee's rate of pay
 - Number of hours employee works per week
 - How often paid
 - Gross Income per pay period
 - Days and hours employee can work
 - How many overtime hours per week
 - How much received in tips per week
 - Date medical leave began, if applicable
 - Exact return date to work, if applicable
 - Verifier's name, position, and telephone
 - Verifier's signature and date

SELF-EMPLOYED

- ▶ Submit a notarized statement that includes: name and address of business, days and hours of operation, business income per month, and business expense per month.
- ▶ If you have been self-employed for more than one year, also submit last year's tax return.

RECEIVE OR PAY CHILD SUPPORT

- ▶ If court ordered in the state of Ohio, we can obtain verification.
- ▶ If court ordered in another state, you must obtain and submit a printout that verifies the last six months of payments.
- ▶ If private arrangements exist, you must submit a notarized statement that verifies the amount received or paid per month and includes the absent parents name, address and phone number.

RECEIVE ANY OTHER INCOME NOT LISTED

- ▶ Must be verified by current documentation of benefits or a printout of benefits issued and received.

ENROLLED IN SCHOOL / TRAINING

- ▶ Submit an official school schedule, or statement (on school letterhead) signed and dated by a school official that includes the student's name, social security number, dates of enrollment, and the days and hours scheduled to attend.
- ▶ If you receive student loans and/or grants, please submit a copy of them.
- ▶ Submit a copy of your self sufficiency plan from the BWRC.

CITIZENSHIP

The caretaker shall provide at least one document showing a birthplace in the U.S. or U.S. citizenship. "U.S. born" refers to an individual born in one of the fifty states, District of Columbia, Puerto Rico, Guam, Northern Mariana Islands, U.S. Virgin Islands, Swain Island or American Samoa. Unless previously documented by Clermont County Department of Job and Family Services.